

Fundraising guidelines for teachers

Thank you so much for choosing to support Great Ormond Street Hospital Children's Charity at your school.

Great Ormond Street Hospital (GOSH) is an amazing place where extraordinary things happen every day, and that is thanks to people like you. We want to make sure that your school fundraising is a huge success. Please do read the following guidelines when you are organising your event, to ensure that you keep everything safe and legal.

Letting parents and carers know about your plans

Please ensure that parents are **aware of and give consent** for fundraising activities which their children are involved with by sending a letter home or including information in your school newsletter.

We would love to receive photos of your fundraising, which we may use on our website and social media. **Please ensure you have parental permission for photos before sending them to us.**

Handling cash and sending in your donation

Always have **two adults present** to count any money raised. All donations collected should be sent to the charity within six weeks of collection. You can pay in your donation online or find information on other ways to donate on our website at gosh.org/donate

Children under 16 **must not** be left with overall responsibility for handling money and/or responsibility for counting collected money.

Holding a collection

Be aware that **it is illegal for children under the age of 16 to take part in public collections** (i.e. on the street or somewhere like a supermarket). If you are organising a street collection for older teenagers then please ensure that you have a collection license from the local authority. We will need to see this before issuing your collection buckets.

If your students are taking part in an event like charity carol singing or supermarket bag packing, then an adult will need to be responsible for holding the collection bucket.

Using the charity logo

If you would like to use the charity logo to advertise your event or fundraising please email community.events@gosh.org. You will be provided with the charity's 'in aid of' logo which should be used in the line with our guidelines, which will be sent to you when you receive the logo. Please send us an example of your design before going to print.

Collecting sponsorship

We encourage schools to **set up a JustGiving page** for collecting sponsorship, as this is a really quick and easy way to donate and automatically claims Gift Aid where possible. We also have paper sponsorship forms available for you to use. Please ensure that students are aware that they should only ask people that they know for sponsorship and should not be asking door to door or in public places.

Raffles

Holding a raffle at your event is a great way of generating big funds with minimal costs. However, as raffles fall under strict laws relating to all lotteries, there are some cases where a license from your local council may be required.

To make sure your raffle is legal and as successful as possible, please take a moment to read our **'Organise a raffle'** information at gosh.org/how-to-guides as well as guidelines from the Gambling Commission at www.gamblingcommission.gov.uk/for-the-public/Fundraising-and-promotions/Fundraising/Lotteries-at-events.aspx

Money raised by the charity is used to support four different areas:

Improving the hospital – part of the hospital was built in the 1930s, which makes it one of the oldest clinical buildings in the UK. The money raised by schools like yours is helping to build bigger wards, where children have more space to get well. There's also more room to play – this is a welcome distraction for children and is also shown to help them to relax and get better more quickly.

Buying better equipment – the hospital needs important equipment which often has to be designed especially for children. This is vital in caring for the patients, but some of this can be extremely expensive.

Supporting patients and their families – as well as doctors and nurses, the hospital also has a team of play specialists who work with patients (and often their siblings). They explain medical procedures and treatments through play, helping to prepare children for them. The charity also pays for accommodation for parents so that they can be near their child at all times during a hospital stay.

Research – the ground-breaking research pioneered at the hospital has the potential to improve the lives of children in the UK and beyond through better diagnosis, treatment, improved care or cures.

If you or your pupils would like to find out more, visit gosh.org/why-we-need-your-help

Thank you.

Please do pass on our thanks to everyone at your school for supporting Great Ormond Street Hospital Children's Charity. The money you raise will make a huge difference and every penny really does count.

If you have any queries regarding supporting Great Ormond Street Hospital at your school, please contact us schools@gosh.org